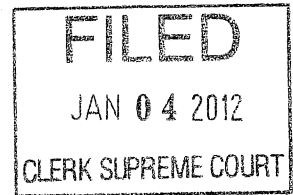


IN THE SUPREME COURT OF IOWA

IN THE MATTER OF  
AMENDMENT TO CHAPTER 22  
OF THE IOWA COURT RULES—  
JUDICIAL ADMINISTRATION

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ORDER



Since 2006, the rate for reimbursement of in-state lodging expenses incurred by court personnel in discharge of their official duties has been the actual cost of lodging but not exceeding \$50 per night plus applicable taxes. It is becoming more and more difficult to find lodging around the state for the rate of \$50 per night. Recently, the Department of Administrative Services raised the rate for reimbursement of in-state lodging expenses incurred by executive branch employees in discharge of their official duties. The court believes that it should do the same for court personnel.

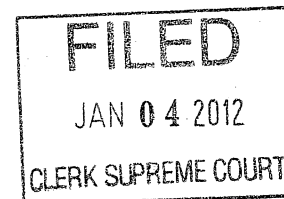
The court hereby approves an increase in the lodging reimbursement rate, from \$50 per night to \$55 per night (plus applicable taxes). To implement this change, the court amends Rule 22.19(1), as attached. This amendment takes effect immediately and applies to lodging expenses incurred for official business on or after January 1, 2012.

Dated this 4<sup>th</sup> day of January, 2012.

THE SUPREME COURT OF IOWA

By Mark S. Cady  
Mark S. Cady, Chief Justice

CHAPTER 22  
JUDICIAL ADMINISTRATION



**Rule 22.19**

\* \* \*

**Rule 22.19 Lodging.**

**22.19(1) *In-state.***

(a) Lodging expense is reimbursed as incurred when a judicial officer, court reporter, or court employee is required, in the discharge of official duties, to leave the county of that person's official domicile. The name of the establishment where the expense is incurred shall be indicated on the claim form and the original receipt shall be attached. The single room rate is to be noted on the receipt when other than a single room was charged. Special rates for judicial officers, court reporters, and court employees are available at many motels and hotels in the state. An identification card identifying the holder as a judicial officer, court reporter, or court employee is usually necessary. Identification cards are available upon request from the office of the state court administrator. The allowance for lodging shall be the actual cost, but not exceeding \$50 5 (plus applicable taxes) per day.

(b) Judicial officers and court employees are to seek lodging facilities whose rates are within those prescribed in this rule or a reasonable explanation must be noted in the expense claim in order to be considered for reimbursement over the defined maximum rates. (See rule 22.21(6)). When seeking overnight lodging judicial officers and court employees should request the lowest of "state," "government," or "commercial" rates, as many facilities offer these "special" rates which a state employee can and should obtain